

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131

DIRECTIVE  
NUMBER 5-6

10 October, 2002

**ADMINISTRATIVE MATTERS**

Release Procedures For Joint Staff And Joint Papers And Information

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1. **Summary.** This Directive establishes HQ USEUCOM policy and procedures for the release of Joint Staff and joint papers and information in accordance with Chairman, Joint Chiefs of Staff Instruction (CJCSI) 5714.01.A. CJCSI 5714.01A applies to release of information to agencies not identified as authorized holder or originator of Joint Staff and joint papers and information. A summary of CJCSI 5714.01A release guidance is contained in Appendix A.
  2. **Applicability.** This Directive applies to all HQ USEUCOM directorates/staff offices and all headquarters and forces under the operational control (OPCON) of USCINCEUR.
  3. **Internal Controls.** This Directive contains no internal control provisions and is not subject to the requirements of the internal management control program.
  4. **Suggested Improvements.** The proponent for this Directive is the Plans Division, Plans and Policy Directorate. Suggested improvements should be forwarded to HQ USEUCOM/ECJ5-P, Unit 30400, APO AE 09131.
  5. **References.**
    - a. CJCSI 5714.01A, Release Procedures for Joint Staff and Joint Papers and Information, 1 March 1999.
    - b. CJCSM 3122.03A, Joint Operation Planning and Execution System, Volume II, Planning Formats And Guidance (JOPEs Vol II), dated 31 December 1999 with Change-1 dated 6 September 2000.
    - c. CJCSI 3100.01A, Joint Strategic Planning System, 1 September 1999.
    - d. CJCSI 3401.02, Global Status of Resources and Training System, 20 October 1997, CH-2, 01 April 2001.
    - e. CJCSI 3231.01, Safeguarding the Single Integrated Operational Plan, 30 November 1993.
    - f. CJCSI 3232.01A, Development and Release of the Red Integrated Strategic Offensive Plan, 23 February 1998
  6. **Explanation of Terms.**

a. **Authorized Holder**. An authorized holder is the agency that receives Joint Staff and joint papers and information by original distribution through authorized channels. USAREUR, USAFE, USNAVEUR, and HQ MARFOREUR are authorized holders of Joint Staff Joint Papers and Information addressed to US Commander in Chief, Europe or HQ USEUCOM.

b. **Controlled Environment**. A controlled environment is an area within the facilities of an originator or authorized holder of the document or information. Additionally, a controlled environment implies the area is cleared for the appropriate classification of the material released and is directly under the supervision of a person responsible to DOD. The intent is to prevent the unauthorized release of material.

c. **Need to Know**. A determination made by an authorized holder of information that a prospective recipient requires access to specific information in order to perform or assist in a lawful and authorized governmental function.

## 7. **Responsibilities**.

a. **OPR for CJCSI 5714.01**. The Plans Division, Plans and Policy Directorate, HQ USEUCOM is the Office of Primary Responsibility for handling USEUCOM exception to policy requests.

b. **Requestor of Exception to Policy**. Any directorate, staff element, or command requesting an exception to the policies in reference (5a) shall provide the following information:

Name(s)  
Social Security Number(s)  
Clearance Data  
Employer  
Contract Number and Expiration Date  
For which Joint Staff and joint papers and information access is required.  
Reason for access  
Access Termination Date

## 8. **Policy**.

a. In accordance with reference (5a), to the extent possible, the authorized holder will grant the release of all Joint Staff and joint papers and information. An originator of a USCINCEUR OPLAN, CONPLAN, Functional Plan, or Time-Phased Force and Deployment Data (TPFDD) requiring greater control over release of information, will annotate the document as described in paragraph 8b below. HQ USEUCOM shall be consulted if an authorized holder is concerned about his authority to release a document or information. Appendix B is the Nondisclosure Agreement to be signed by the individual receiving documents or files covered by reference (5a). Appendix C is the Nondisclosure Agreement Log to be used to document the actual release of Joint Staff and joint papers and information.

b. Originators may specifically restrict JOPES documents and information and TPFDD files from dissemination by authorized holders. This is not intended to be grounds for denying a request for information. Annotate documents and files as indicated below.

(1) For JOPES documents and information, the originator should include in the document: "Release of information contained within this OPLAN / CONPLAN / FUNCPLAN requires approval of the originator, in accordance with CJCSI 5714.01, dated 1 March 1999, and EUCOM Directive 5-6. The Office of Primary Responsibility for this plan is \_\_\_\_." or "USEUCOM components may release information contained within the OPLAN / CONPLAN / FUNCPLAN." Place the appropriate statement in accordance with the current JOPES Volume II, reference 5b.

(2) For JOPES TPFDD files, the originator should include "Release of information contained within this data file requires approval of the originator. Service component commands may release their own Service's information. Release must be in accordance with CJCSI 5714.01A, dated 1 March 1999, and EUCOM Directive 5-6. Office of Primary Responsibility for this data file is \_\_\_\_." or "USEUCOM components may release information contained within this data file." Place the appropriate statement in the OPLAN-Details Comment field.

c. Originators and authorized holders are responsible for setting the duration a requester may retain the provided information. Procedures need not be complicated or burdensome. Appendix x is the briefing and log to be used for release of papers and information to contractors.

d. Compliance with these procedures is subject to Administrative and Inspector General Inspections.

FOR THE COMMAND IN CHIEF:

OFFICIAL:

DANIEL J. PETROSKY  
Lieutenant General, USA  
Chief of Staff

RICKEY K. WILLIAMS  
LTC, USA  
Adjutant General

#### APPENDIXES

A – Summary of Release Guidance

B – Joint Staff and Joint Papers and Information Nondisclosure Agreement

C – Joint Staff and Joint Papers and Information Nondisclosure Log

DISTRIBUTION:

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## APPENDIX A

### Summary of Release Guidance

Types of Papers and Information	Release Guidance <sup>1</sup>
<p><b>Joint Staff Papers and Information</b> (Originated by the Joint Staff)</p> <p><u>Joint Strategic Planning System (JSPS)</u> <u>Documents</u></p> <ul style="list-style-type: none"> <li>C4 CJCS Master Plan</li> <li>Chairman's Guidance (CG)</li> <li>Chairman's Program Assessment (CPA)</li> <li>Global C4 Assessment</li> <li>Joint Military Net Assessment (JMNA)</li> <li>Joint Planning Document (JEP)</li> <li>Joint Strategic Capabilities Plan (JSCP)</li> <li>Joint Strategy Review (JSR)</li> <li>National Military Strategy (NMS)</li> <li>Nuclear C4 Assessment</li> <li>Any data files, databases, printouts, or information on any storage media containing the above information.</li> </ul> <p><u>Miscellaneous Correspondence</u></p> <ul style="list-style-type: none"> <li>Chairman's Memorandum (CM)</li> <li>Charters and Terms of Reference (TOR)</li> <li>CJCS Instructions (CJCSI)</li> <li>CJCS Manuals (CJCSM)</li> <li>CJCS Memorandum of Policy (MOP)</li> <li>CJCS memorandums (MCM)</li> <li>Director, Joint Staff Memorandum (DJSJ)</li> <li>J-directorate instructions</li> <li>J-directorate memorandum</li> <li>J-directorate notices</li> <li>Joint Action Processing Forms</li> </ul>	<p>Requests for JSPS documents and related assessment, or any portion thereof, must be referred to the originating Joint Staff directorate for processing.</p> <p>Miscellaneous Correspondence may be released by authorized holders to agencies (other Defense components, executive branch agencies, contractors, auditors, and Congress) not on original distribution if the agencies have a validated need to know and hold the appropriate level of security clearance and if the release is within any limitations specified on the document.</p>

<sup>1</sup> In all cases, release of papers or information must be within limitations described in each document to be released. Additionally, the requestor must have a valid need-to-know and hold an appropriate security clearance.

<p> Joint Administrative Publications  Joint Chiefs of Staff memorandums (JCSM)  Joint Chiefs Staff memorandum (MJCS)  Joint Publications  Joint Staff Instructions (JSI)  Joint Staff Manuals (JSM)  Letters  Messages  Secretary JS/JCS memorandum (SM) </p> <p> <u>Joint Staff Military Capabilities Papers and Information</u>  Pertains to the US military's capability to achieve a specified wartime objective and is composed of four major components: force structure, modernization, readiness, and sustainability. </p>	<p> Requests for Joint Staff military capability papers or information must be referred to the originating Joint Staff directorate for processing. </p>
<p> <b>Joint Papers and Information</b>  (Originated by joint military community activities.) </p> <p> <u>JOPES</u>  OPLANs / CONPLANs / FUNCPLANs  Data files, databases, printouts, or information on any storage media that is distributed with the plan in accordance with the plan's distribution list. </p> <p> <u>TPFDD</u>  Any data files, databases, printouts, or information on any storage media containing all </p>	<p> The originator is the release authority for all JOPES documents and information. </p> <p> Unless the originator specifically restricts release, the information may be released by authorized holders to agencies (other Defense components, executive branch agencies, contractors, auditors, and Congress) not on original distribution if the agencies have a validated need to know and hold the appropriate level of security clearance and if the release is within any limitations specified on the document. </p> <p> The supported commander, as delineated in the JSCP, or other joint operation planning </p>

<p>or part of a TPFDD.</p> <p><u>Joint Military Capability Papers and Information</u>  CINC's After-Action Reports (AAR)  Global Status of Resources and Training System (GSORTS)  Joint Monthly Readiness Review (JMRR)</p>	<p>authority, is the release authority for all JOPES TPFDD files.</p> <p>Service component command may release their own Service's information.</p> <p>Request for joint military capability papers or information must be referred to the originator for processing.</p> <p>GSORTS data may be release by the Joint Staff, Services, unified commands and combat support agencies in accordance with appropriate security guidelines and the provisions of CJCSI 3401.02</p>
<p><b>Single Integrated Operation Plan (SIOP) Information</b></p>	<p>Director for Operations (JSJ3) is responsible for processing SIOP release actions.</p>
<p><b>Red Integrated Strategic Offensive Plan (RISOP) Information</b></p>	<p>Director for Forces Structure, Resources, and Assessment (JSJ8) is responsible for processing RISOP release actions.</p>

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## **APPENDIX B**

### **Joint Staff and Joint Papers and Information Nondisclosure Agreement**

1. Intending to be legally bound, I, \_\_\_\_\_, hereby accept the obligations contained in this Agreement in consideration of being granted access to information protected by Chairman, Joint Chiefs of Staff Instruction (CJCSI) 5714.01.
2. I hereby acknowledge that I have received an indoctrination concerning the nature and protection of Joint Staff and joint papers and information, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and I understand these procedures.
3. I have been advised that direct or indirect handling of Joint Staff and joint papers and information by me could cause irreparable injury to USCINCEUR and the United States and could be used to an advantage by a foreign nation. I hereby agree that I will never divulge it without prior written authorization from USCINCEUR.
4. I have been advised that any breach of this Agreement may result in the termination of my access to Joint Staff and joint papers and information and removal from all positions of special trust and confidence requiring such access.
5. I understand that all information to which I may obtain access by signing this Agreement and any products created as a result of obtaining such access is now and will forever remain the property of and under the control of USCINCEUR. I do not now, nor will I ever, possess any right, interest, title, license, or claim whatsoever to such information. I agree that I shall return all materials which may come into my possession or for which I am responsible because of such access, upon demand by an authorized representative of USCINCEUR or upon the conclusion of my employment, expiration of the time limit set by the releaser, or other relationship with USCINCEUR.
6. I make this Agreement without any mental reservation or purpose of evasion.
7. I have read this Agreement carefully and my questions, if any, have been answered to my satisfaction.
8. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect.

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## Joint Staff and Joint Papers and Information Nondisclosure Agreement (continued)

_____ Applicant Initials	_____ Witness Initials
_____ Signature	_____ Organization
_____ Printed / Typed Name (First, MI, Last)	_____ Social Security Number <sup>2</sup>
_____ Rank / Grade	_____ Date (dd.mm.yy)

The execution of this Agreement was witnessed by the undersigned.

_____ Signature	_____ Organization
_____ Printed / Typed Name (First, MI, Last)	_____ Social Security Number
_____ Rank / Grade	_____ Date (dd.mm.yy)

<sup>2</sup> The Privacy Act, 5 U.S.C.552a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number is Executive Order 9397. Your Social Security Number will be used to certify that you have access to the information indicated above. Although disclosure of your Social Security Number is not mandatory, your failure to do so may delay the processing of such certification.

## APPENDIX C

Joint Staff and Joint Papers and Information Nondisclosure Agreement Log  
(This log is to show initial access to papers and information)

Project Title: \_\_\_\_\_

Date Started: \_\_\_\_\_

Duration of Release: \_\_\_\_\_

Date Completed: \_\_\_\_\_

[illegible]

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